


FROM	NAME & TITLE	ERIC W. TISO, SITE PLAN REVIEW COMMITTEE CHAIR	CITY of BALTIMORE MEMO	
	AGENCY NAME & ADDRESS	LAND USE AND URBAN DESIGN DIVISION DEPARTMENT OF PLANNING 417 EAST FAYETTE STREET, 8 TH FLOOR		
	SUBJECT	SITE PLAN REVIEW COMMITTEE MINUTES FOR DECEMBER 9, 2009		

TO

DATE: December 18, 2009

Captain John Carr, Fire Department
 Mr. Ken Sands, Parking Authority
 Mr. Kirkland Gabriel, DOT TEC
 Ms. Valorie LaCour, DOT Planning
 Mr. John Thumbi, DOT Traffic
 Mr. Tim Knight, Department of General Services
 Dr. Nollie P. Wood Jr., Mayor's Office
 Ms. Miriam Agrama, DHCD Plans Examining
 Mr. Geoff Veale, Zoning Administrator
 Mr. David Tanner, BMZA

In attendance were:

- Eric Tiso, Wolde Ararsa, Gary Letteron, Anthony Cataldo, Bob Quilter, Melvin Hicks and Martin French for the Department of Planning;
- Capt John Carr for the Fire Department;
- John Igwe and Milan Rai for HCD Plans Examining;
- Kirkland Gabriel, John Thumbi and Valorie LaCour for the Department of Transportation;
- Ken Sands for the Parking Authority;
- Dr. Nollie Wood, Jr. for the Mayor's Commission on Disabilities; and
- James Carroll for the Department of Public Works.

Agenda

1. 843, 909-919 Fort Avenue – Shoppers Food Store Addition
2. 3144 Foster Avenue – Curb Cut Appeal
3. 3723, 3718-20 Gwynn Oak Avenue – Mosque and Parking Lots

Plans Update

1. 3500 Boston Street – Broom Factory – Rear Parking Lot – Approved

843, 909-919 Fort Avenue – Shoppers Food Store Addition

Zoning: M-2-2 (PUD)

Plans Date: 4 Dec 2009

Block/Lot: 2029/014

Urban Renewal: None

Environmental: None

Historic: None

Total Site Area: ±323,032 sqft

Gross Square Footage: ±4,560 sqft addition

In addition to Committee Members and Planning staff, in attendance was:

- Bob Rosenfelt, CMR;
- Carla Ryon, CMR;
- Jonathan McGowan, Kann Partners;
- Shaw Rahman, Kann Partners;
- Alan H. Barnette, Shoppers;
- Alex Montague, Shoppers; and
- John Fitzpatrick, Regency Centers.

Project Summary:

This is a proposed addition to the Shoppers Food Store, located in the Southside Marketplace. The addition will provide an extension to the loading dock and walk-in cooler space. This site is located within the Boyle Street and East Fort Avenue Planned Unit Development (PUD).

Comments & Issues:

- Environmental/Landscaping:
 - This site is located within the Chesapeake Bay Critical Area, but does not trigger review.
- Parking/Traffic:
 - The trash compactor and loading dock functions are accessed from the driveway off of Ludlow Street.
 - The auto-turn plan shown to the committee showed that a tractor-trailer could pull in head first between the proposed cooler unit and the access ramp, then make a 180° backing turn to reverse directions to a position adjacent to the loading docks, pull forward, then back into the dock. This movement will not be possible with any other trucks in the required maneuvering area, and so a conflict with the Goodwill loading dock will be created. Approximately three to four trucks per week are anticipated. As both of these uses are tenants of the Southside Marketplace, scheduling will have to be coordinated between the users of this area.
 - The existing 389 parking spaces (14 of which are handicapped accessible) will not be changed.
- Accessibility:
 - A ramp will be provided for the new loading dock. While this is expected to be used to assist in loading from lower vehicles, it can simultaneously provide handicapped access, if required.
- Planning Commission Review:
 - As this site is located within a PUD, the minor amendment and final design will need to be approved by the Planning Commission.

Next Steps:

- Plans are approved as submitted, coordinate with Eric Tiso for Planning Commission review.

NOTE:

- **Approvals of site plans are contingent upon the applicant fulfilling all the site plan requirements, Subdivision Rules and Regulations, Zoning Code requirements, Forest Conservation requirements, Critical Area and related environmental controls, Traffic Impact Study requirements, and addressing all comments provided by the Site Plan Review Committee during and after the plan review process.**
- **All approved final site plans must be stamped.**

3144 Foster Avenue – Curb Cut Appeal

Zoning: R-8

Block/Lot: 1844/032B

Urban Renewal: None

Environmental: None

Historic: Canton National Register of Historic Places

Total Site Area: ±910 sqft

Gross Square Footage: ±1,512 sqft

In addition to Committee Members and Planning staff, in attendance was:

- Travis Che Jarrell, Owner

Project Summary:

This request is to use the existing garage entrance on the side of the home at the rear end for the owner's private parking. The rear of the home backs to a 10' wide alley.

Comments & Issues:

- Curb-Cut Policy:
 - *Goal:* The primary goal for developing a curb cut policy, which includes driveway standards and an appeal process, is to ensure that on-street parking will not be taken away from communities by individual property owners unless a net parking gain for the public can be ensured.
 - The property backs to a 10' wide alley, which is not sufficient for functional access to parking. Therefore, a side-loading garage entrance is preferred option for on-site parking.
- Parking/Traffic:
 - A 180 sqft parking space is available in the interior garage, plus an additional area to the side that can accommodate an additional motorcycle.
 - A garage has been built into the house that can accommodate one vehicle and a motorcycle. As the garage entrance is located within the "daylighting" area of the rear alley, any on-street parking displaced by the requested curb cut is at risk of removal, should a request be received to daylight the alley. For this reason, and on-street parking in this location today does not warrant the same degree of protection as an on-street parking space in the middle of the block might.
- Zoning Analysis/Board of Municipal and Zoning Appeals (BMZA): Single-family dwellings are a permitted use in this district, and require one off-street parking space (§10-405). No BMZA action is required.

Next Steps:

- After reviewing this case, the surrounding area, and related facts, the Committee found that this request is reasonable and meets the requirements of the curb cut policy. The curb cut appeal is approved, subject to the condition that a minor privilege is obtained to construct an addition to extend the garage by at least two feet.

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3723, 3718-20 Gwynn Oak Avenue – Mosque and Parking Lots

Zoning: R-4

Plans Date: June, 2009

Block/Lot: 8246/011 (3723); 8245/004&004A (3718-20)

Urban Renewal: None

Environmental: Forest Conservation

Historic: None

Total Site Area: ±18,403 sqft (3723); 20,873 sqf (3718-20)

Gross Square Footage: ±12,640 sqft

In addition to Committee Members and Planning staff, in attendance was:

- Rod Shakiba, P.E.

Project Summary:

This project proposed to demolish and clear the property to build a new mosque (capacity of 200 people) on 3723 Gwynn Oak Avenue. Off-street parking will also be provided at 3718-20 Gwynn Oak Avenue, across the street. The proposed principal use parking lot at 3718-20 Gwynn Oak Avenue will need to be approved by way of a City Council Ordinance, CCB #09-0415 has been introduced to that effect.

Comments & Issues:

- Environmental/Landscaping:
 - There are mature trees on each site. In the proposed plan, none are shown as being retained. If these are to be removed, more significant landscaping and plantings will be required as part of the Forest Conservation program. A Forest Stand Delineation (FSD) will be required before this project progresses any further. Contact Gary Letteron in the Office of Sustainability at 410-396-4369.
- Parking/Traffic:
 - For the principal use parking lot proposed at 3718-20 Gwynn Oak Avenue, a screening hedge, fence or wall will be required per §10-308 of the Zoning Code.
 - Proposed parking spaces are shown as 10' by 18' which is acceptable, though 9' by 20' is the preferred dimension. Drive aisles need to be a minimum of 20' in width.
 - At least one of the last parking spaces on either end of the two parking aisles needs to be hatched out to allow for a turn-around area.
 - A bicycle rack should be provided near the entrance of the mosque, to accommodate alternate modes of transportation.
- Accessibility:
 - Handicapped parking spaces need to be relocated to the end of the parking lot closest to the intersection of Gwynn Oak and Belle Avenues. An accessible path to the sidewalk needs to be provided. This will reduce the distance from the parking lot to the mosque.
 - Handicapped ramps, oriented to the crosswalks (not the center of the intersection) must be provided to complete the accessible path from the satellite parking lot to the mosque property.

- Zoning Analysis/Board of Municipal and Zoning Appeals (BMZA):
 - During the recent BMZA hearing, the Board raised a question about the dimensions of the property. Since this is in question, the SPRC can only comment on the design we are presented. The owners should resolve this disagreement on the actual dimensions of the property with the City, and either work within the dimensions as shown on the City's official block plats, or else have the block plats corrected, whichever is necessary. Once this has been resolved, the SPRC can again consider this plan and can provide more accurate comments.
- Plan Adjustments/Missing Site Plan Elements:
 - The proposed dumpster on the mosque property needs to be on a concrete pad, with a masonry enclosure and board-on-board gates. This dumpster should be relocated to the Belle Avenue side of the proposed building, in line with one of the parking spaces. A sign limiting the days and times the parking space is available to ensure the approach to the dumpster is clear should be posted to the dumpster gates.
 - The sidewalk adjacent to Belle Avenue that terminates near the rear alley should be continued to the alley, and a handicapped ramp provided, oriented across the alley.
 - The plans submitted do not conform to the requirements of the SPRC. Consult the SPRC Guidelines for the required submittal details in Section 9.0 *Submission Requirements*.

Next Steps:

- Contact Gary Letteron and submit a Forest Stand Delineation (FSD).
- Resolve the discrepancy in property dimensions with the City.
- Once the above two items are completed, submit two complete sets of revised plans in paper and one in .pdf format, reschedule for SPRC review.

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